

FY11 Alaska Clean Water Actions Application Step-by-Step

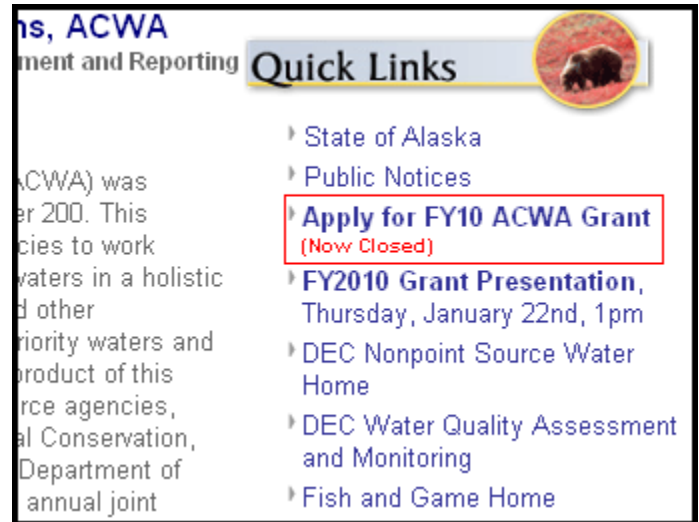
The ACWA application can be filled out using the Division of Water's Online Application System. This document will guide you through this new online process.

Alaska Clean Water Actions Application

1. Go to Division of Water's Alaska Clean Water Actions home page located at the following internet URL.

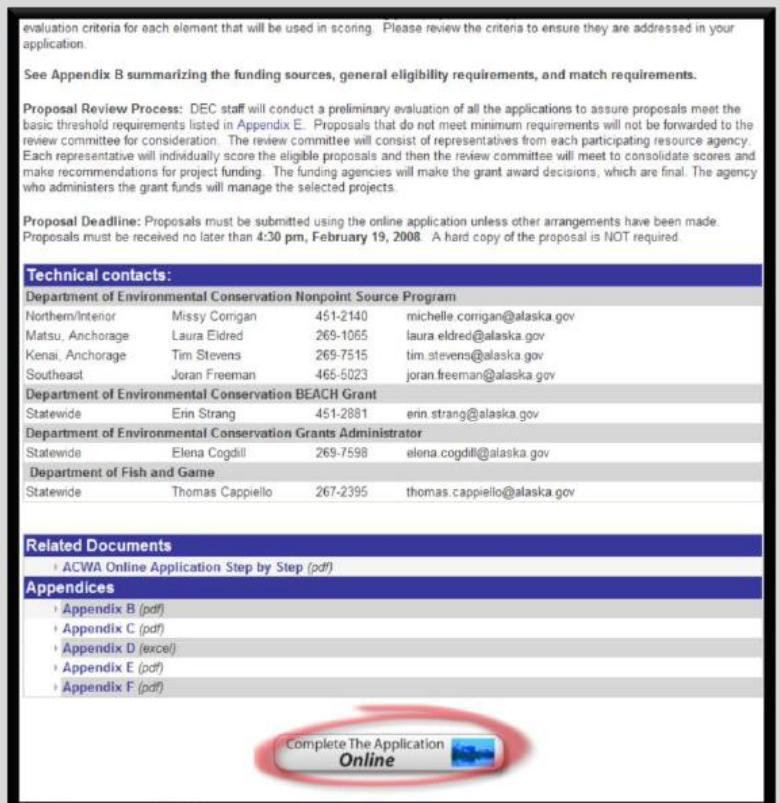
http://www.dec.state.ak.us/water/acwa/ACWA_index.htm

Then choose the **"Apply for FYxx ACWA Grant"** under **"Quick links..."** where the xx is the last 2 digits of the current fiscal year.



The screenshot shows the 'Quick Links' section of the ACWA application page. It includes a list of links: 'State of Alaska', 'Public Notices', 'Apply for FY10 ACWA Grant (Now Closed)', 'FY2010 Grant Presentation, Thursday, January 22nd, 1pm', 'DEC Nonpoint Source Water Home', 'DEC Water Quality Assessment and Monitoring', and 'Fish and Game Home'. The 'Apply for FY10 ACWA Grant (Now Closed)' link is highlighted with a red border. There is also a small image of a bison in the top right corner of the quick links box.

2. This page discusses the ACWA grant application. When ready to begin the online application process, click on the **"Complete Application Online"** button.



The screenshot shows the main ACWA application page. It includes sections for 'Technical contacts', 'Related Documents', and 'Appendices'. The 'Technical contacts' section lists contact information for the Department of Environmental Conservation Nonpoint Source Program, the Department of Environmental Conservation BEACH Grant, the Department of Environmental Conservation Grants Administrator, and the Department of Fish and Game. The 'Related Documents' section lists 'ACWA Online Application Step by Step (pdf)'. The 'Appendices' section lists 'Appendix B (pdf)', 'Appendix C (pdf)', 'Appendix D (excel)', 'Appendix E (pdf)', and 'Appendix F (pdf)'. At the bottom, there is a button labeled 'Complete The Application Online' with a red border and a small image of a computer screen.

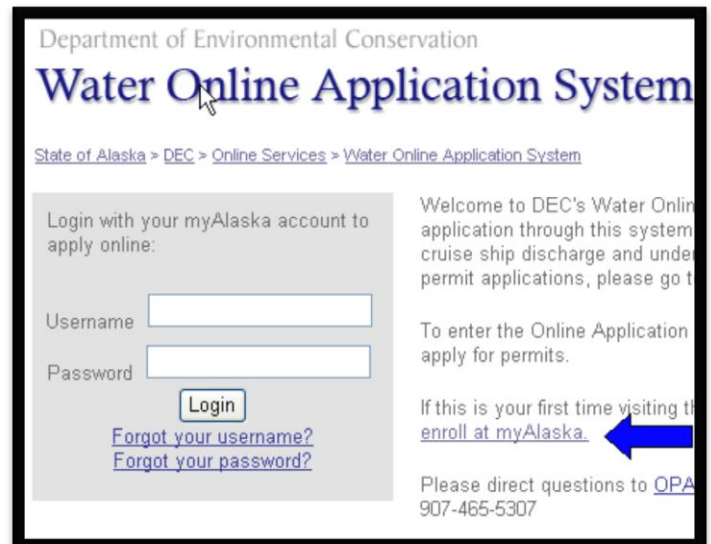
3

Submitting an application online requires a myAlaska account with a username and password. If you already have a myAlaska account, either business or personal, you can use that for this process. After entering your myAlaska user name and password, you will be directed to the Online Application system, ready to fill in the application.

If you don't have a **myAlaska** account, select the **"Enroll at myAlaska"** link. You only need to do this once! The next few steps will walk you through setting up a myAlaska account.

TIP:

Think of a personal myAlaska account as a driver's license. It is completely acceptable to use it for submitting these applications. However, you can also set up a separate "business" myAlaska account if you would prefer.



The screenshot shows the login page for the Department of Environmental Conservation's Water Online Application System. The page has a black border and a white background. At the top, it says "Department of Environmental Conservation" in a small font, followed by "Water Online Application System" in a large, bold, blue font. Below this is a breadcrumb trail: "State of Alaska > DEC > Online Services > Water Online Application System". On the left side, there is a login form with the text "Login with your myAlaska account to apply online:". Below this are two input fields for "Username" and "Password", followed by a "Login" button. There are also two links: "Forgot your username?" and "Forgot your password?". On the right side, there is a welcome message: "Welcome to DEC's Water Online application through this system. cruise ship discharge and under permit applications, please go to". Below this is another message: "To enter the Online Application apply for permits." and a link: "If this is your first time visiting the enroll at myAlaska." with a blue arrow pointing to the link. At the bottom right, it says "Please direct questions to OPA 907-465-5307".

4 (NOTE: If you already have a myAlaska account, **you can skip down to step 8.**)

After you click on the “**Enroll at myAlaska**” link, you will arrive at the **new account** page for myAlaska. Fill in the User ID, password, “secret question,” and email address for your username account. After reviewing the user agreement, check the “**I Accept the User Agreement**” box and select the “**Send Email Confirmation**” button.

Sign up for a **new account:**

Username [username tips](#)

Password [password tips](#) (six character minimum)

Password (again)

Secret Question [what is this?](#)

Answer

E-Mail Address [why is this required?](#)

E-Mail Address (again)

User Agreement

AGREEMENT BETWEEN YOU AND THE STATE OF ALASKA

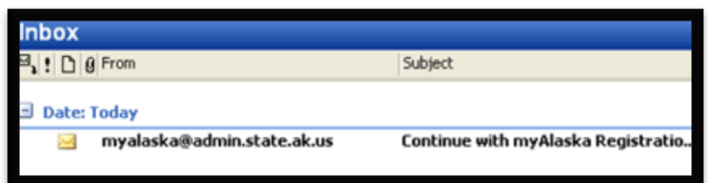
myAlaska is a web service operated by the State of Alaska that provides single-sign-on (authentication) for multiple state services and a framework for electronic signatures for state

☒ I Accept the User Agreement

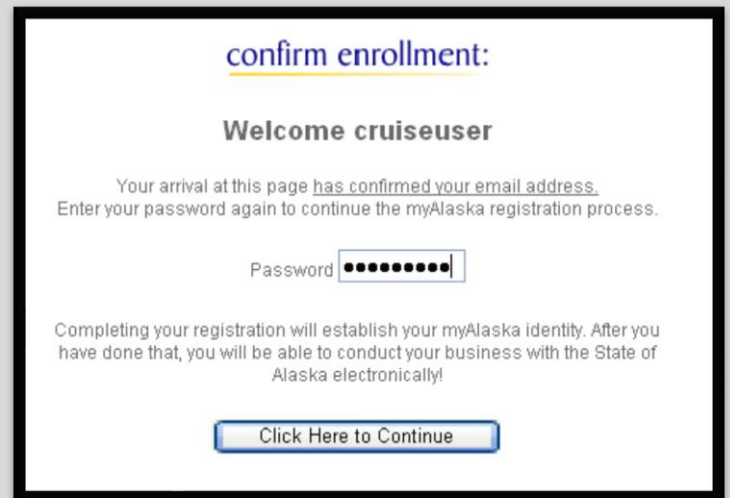
Send Email Confirmation ->

5 Close the internet browser window and check the email account you entered in Step 5.

If you cannot locate the email in your inbox, please be sure to check your junk mail folder.



6 Open the email and select the hyperlink in the email, which takes you to the password confirmation page. Enter your password again on this page, and select the “Click Here to Continue” button.



7 Read the privacy agreement, check the **Accept** check box, and select Continue.

NOTE: The only information DEC will use is the address and email information.



8 After successfully registering for a myAlaska account or after entering your existing username and password, you will arrive at the Online Application system, ready to fill in the application!

Select the “Grant Applications Tab” from the available categories. Then choose the “Alaska Clean Water Actions Grant Application” from the list that appears.



9 A series of steps will take you through the application, asking for information pertinent to your project.

Fill out the information on these pages as completely and thoroughly as possible. (Below you will find a few “Tips” that provide additional information regarding navigation of these steps.)

TIP:

The step numbers at the top of the page can be used to navigate directly to pages that have already been completed.

TIP When finished with a step, go to the next page by selecting the “Next” button in the lower right corner. At any time, you can logout, and your information will be saved. NOTE: Changes to the current page are not saved until you hit “Next”.

This screenshot shows the 'Alaska Clean Water Actions Grant' application page. At the top, there's a navigation bar with links like 'Commissioner', 'Divisions/Contacts', 'Public Notices', 'Regulations', 'Statutes', 'Press Releases', and 'DEC Home'. Below this, the page title is 'Department of Environmental Conservation Alaska Clean Water Actions Grant'. A breadcrumb trail reads 'State of Alaska > DEC > Online Services > Water Online Application System'. A progress bar labeled 'Application Submission Process' shows steps 1 through 10, with step 1 highlighted. The main heading is 'Purpose'. Below it, a note says 'Answer the following questions before proceeding to complete the application!'. A table contains fields for 'Tracking #:' (2008ACWA008), 'Facility:', and 'Type:' (Alaska Clean Water Actions Grant Application). A question asks 'Does this project target a specific waterbody(ies)?' with options 'Specific Waterbody(ies)' (marked with a red star) and 'Yes' (selected) or 'No'. Below this, another question asks 'Does this project address an ACWA priority waterbody?'.

This screenshot shows a progress bar for the 'Questionnaire Submission Process'. It consists of 14 numbered steps. Step 2 is highlighted with a blue square and a red circle, and a mouse cursor is pointing at it. Steps 1 through 14 are shown in a sequence.

This screenshot shows the 'A2: Non-Waterbody Specific ACWA Priority' questionnaire. It asks 'Will this project address a non-waterbody specific ACWA priority that has been identified as a stewardship priority?'. Below this, there are radio buttons for 'Yes' (selected) and 'No'. A section titled 'Applicable Stewardship Priorities' lists four options: 'a. Develop local ordinances to address: operation and maintenance of on-site septic system; stormwater runoff; and stream and bank stabilization practices. Project must involve a local government.', 'b. Help develop local stormwater management programs that are not covered by federal permits. Must involve local government.', 'c. Monitor DEC-identified marine beaches to determine levels of bacterial pollution present. Project must focus on beaches and actions identified on DEC BEACH grant Webpage: www.dec.state.ak.us/water/wgsar/wgs/beachprogram.htm', and 'd. Evaluate effectiveness of Forestry Best Management Practices (BMPs): continue evaluating status and trends monitoring of fish habitat condition in SE Alaska.' Below the list is a link to 'Appendix C'. At the bottom, there are buttons for 'Previous', 'Overview', and 'Next' (circled in red).

TIP At any time, you can also select the “Overview” button at the bottom of any page to go to the overview step (last step). This step allows you to review your information and to edit previously entered information.

NOTE: Remember, Changes to the current page are not saved until you hit “next”.

Link to Appendix D

A2: Non-Waterbody Specific ACWA Priority

Will this project address a non-waterbody specific ACWA priority that has been identified as a stewardship priority?

A2 ☐ Yes ☐ No

Applicable Stewardship Priorities

- ☐ a. Develop local ordinances to address: operation and maintenance of on-site septic system; stormwater runoff; and stream and bank stabilization practices. Project must involve a local government.
- ☐ b. Help develop local stormwater management programs that are not covered by federal permits. Must involve local government.
- ☐ c. Monitor DEC-identified marine beaches to determine levels of bacterial pollution present. Project must focus on beaches and actions identified on DEC BEACH grant Webpage: www.dec.state.ak.us/water/wqsar/wqs/beachprogram.htm
- ☐ d. Evaluate effectiveness of Forestry Best Management Practices (BMPs): continue evaluating status and trends monitoring of fish habitat condition in SE Alaska.

About Appendix C

Appendix C lists stewardship actions identified as priorities for the ACWA FY09 Grant Solicitation. For further information on these actions, see the Alaska Nonpoint Source (NPS) Strategy at: www.state.ak.us/dec/water/acwa/acwa_index.htm

Link to Appendix C

Previous Overview Next

OASys version 3.0.3

Home

State of Alaska myAlaska DEC Staff Directory Webmaster Commissioner's Office Division Contacts Press Releases Public Notices Regulatory Logout

1 The second to last step gives you the option to submit any required or optional attachments online.

0 Please read the directions carefully on this page.

NOTE: Attachments may also be submitted via email, fax, traditional mail, or hand delivered to the DEC office in Anchorage.

Address:

Elena Cogdill (Grants Administrator)
555 Cordova St
Anchorage, AK 99501

Department of Environmental Conservation

Alaska Clean Water Actions Grant

State of Alaska > DEC > Online Services > Water Online Application System

Water's OASys Online Application System and myAlaska

Application Submission Process

1 2 3 4 5 6 7 8 9 10

Attachments

Purpose

If you have any of the requested attachments in a digital format (Word Doc, PDF, GIF, JPG, etc.), you may attach them to your application using the form below. There is a file size limit of 5MB. Alternatively, you may send the required documents to the DEC project engineer via traditional mail service to:

Elena Cogdill (Grants Administrator)
555 Cordova St
Anchorage, AK 99501

* indicates required field

Tracking #: 2008ACWA0008 Facility: tes Type: Alaska Clean Water Actions Grant Application

1. Choose a file to attach: Browse

2. Add the file to the list:

As Type: Letter of Support

Title:

Description:

Attach

Usage Tip:

First, use the browse button to select a file from your local system. To see what kinds of files may be uploaded, [click here](#). Then, complete the attachment type, title and description fields before clicking the attach button to add the file to your application attachment list. While the upload is in progress, clicking on any button will cancel the upload. If you would like to remove the file from your application, select it in the list and click the "Remove" button.

Required Attachments*

1. Letter of Support

3. Your file attachments

1 The “Application Overview” page (last step) gives you an opportunity to review and edit what you have entered so far.

1 To change any information in a section, select the edit button that corresponds to that section.

Any fields you have left blank will be highlighted yellow, so you can go back and edit them if you need to.

This screenshot shows the 'Application Overview' page for the Alaska Clean Water Actions Grant. At the top, there's a navigation bar with links like 'Commissioner', 'Divisions/Contacts', 'Public Notices', 'Regulations', 'Statutes', 'Press Releases', and 'DEC Home'. Below this, the page title is 'Department of Environmental Conservation Alaska Clean Water Actions Grant'. A progress bar at the top indicates 10 steps, with Step 10 highlighted. The main content area includes a 'Purpose' section with instructions to review information and click 'Edit' or 'Continue'. A 'Tasks' section lists '1. Complete Application Form' and '2. Submit Application'. A 'Usage Tip' box explains that red items indicate steps yet to be completed. Below the tasks, there's a 'Your Current Application' section with fields for 'Tracking #' (2008ACWA0008), 'Facility', and 'Type' (Alaska Clean Water Actions Grant Application). At the bottom, there's a table with 'ACWA Priorities' and 'Details' columns, and an 'Edit' button.

1 After all information is entered and you have finished adding all online attachments, you will need to submit your application.

2 **NOTE:** A check will appear next to task “1. Complete Application” if the application is complete and ready to be submitted.

To go the **Submission** page, select the “**Submit Application**” link under tasks on the Application Overview page. You can also click on the “**Continue**” button at the bottom of the page.

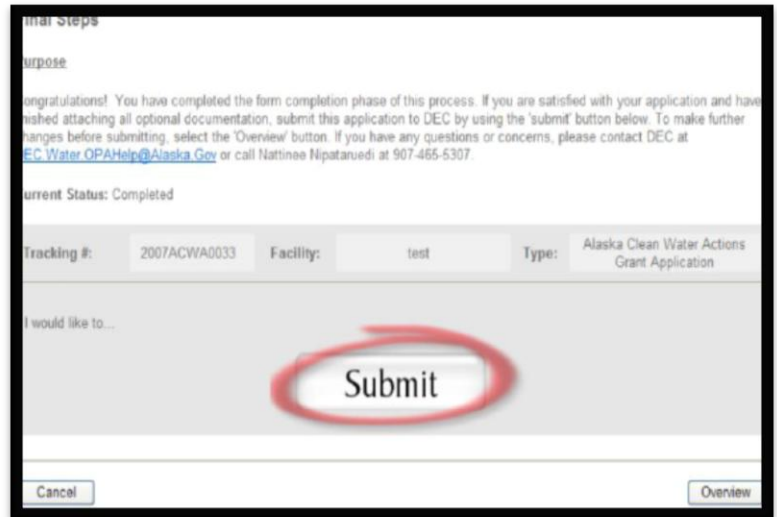
This screenshot is a zoomed-in view of the 'Application Overview' page. It shows the progress bar at the top with Step 10 highlighted. The 'Purpose' section contains instructions to review information and click 'Continue'. The 'Tasks' section lists '1. Complete Application Form' with a blue checkmark next to it, and '2. Submit Application'. A 'Usage Tip' box is also visible. The 'Your Current Application' section shows the tracking number and facility name. At the bottom, the 'Continue' button is highlighted with a red circle.

This screenshot shows the 'Submission' page. It has a title bar with 'Comments and Descriptions, Details' and an 'Edit' button. Below the title bar, there's a section for 'Application Comments and Descriptions' with a text area for 'These are additional comments...'. At the bottom, there are two buttons: 'Home' and 'Continue'. The 'Continue' button is highlighted with a red circle.

1 The “**Final Steps**” page gives you the option to submit your application to DEC.

3 If you are satisfied with your application click the submit button on this page.

NOTE: Once submitted, you will no longer be able to modify the application or add additional attachments.



Final Steps

Purpose

Congratulations! You have completed the form completion phase of this process. If you are satisfied with your application and have finished attaching all optional documentation, submit this application to DEC by using the 'submit' button below. To make further changes before submitting, select the 'Overview' button. If you have any questions or concerns, please contact DEC at DEC.Water.OPAHelp@Alaska.gov or call Nattinee Nipataruedi at 907-465-5307.

Current Status: Completed

Tracking #: 2007ACWA0033 Facility: test Type: Alaska Clean Water Actions Grant Application

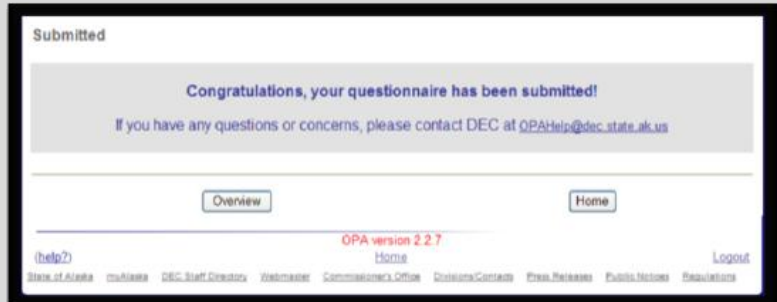
I would like to...

Submit

Cancel Overview

1 Once your application is submitted, you have completed the online application process and may close your browser. You will receive an email confirming your submission.

4



Submitted

Congratulations, your questionnaire has been submitted!

If you have any questions or concerns, please contact DEC at OPAHelp@dec.state.ak.us

Overview Home

OPA version 2.2.7

(help?) Home Logout

State of Alaska multiAlaska DEC Staff Directory Webmaster Commissioner's Office Documents/Contacts Press Releases Public Notices Regulations

For assistance, please call

Kaitee Fleck at 907-465-5337,
Amber Bennett at 907-451-2130, or
Michelle Bonnet at 907-465-5158.